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SECTION 854: PAYROLL EXPENDITURE DISTRIBUTION SUMMARY SHEET

Purpose:

This report (Report No. PRE323) provides the amounts for payroll expenditures that must be transferred from the appropriation accounts to the Payroll Clearance Fund for a payroll period.

Frequency:

Generated each payroll period.

Distribution:

Copy #1 - To Central Payroll, DAGS.

Copy #2 - To the departments.

Copy #3 - To the data processing center to be subsequently attached to the payroll transfer warrant voucher as a supporting document for submission to Central Payroll, DAGS and to the Uniform Accounting and Reporting Branch, DAGS.

Organization of Report:

The report consists of two sections:

- The Detail Section, which reflects payroll expenditure by appropriation codes.
- 2. The Total Summary Section, which reflects the total payroll expenditure for the State.

The sequence of the report is:

- 1. Encumbrance Code (skips to a new page whenever the encumbrance code changes).
- 2. Fund Code (skips to a new page whenever the fund code changes).
- 3. Appropriation Account Code (3-digit code of appropriation code).
- 4. Department Code.

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SECTION 854: PAYROLL EXPENDITURE DISTRIBUTION SUMMARY SHEET

ITEM					
NO.	DATA	DATA DESCRIPTION			
	(DETAIL	SECTION)			
	ENC	The encumbrance code. The letter "A" indicates that the appropriation for the payroll expenditure is encumbered. A blank space indicates the appropriation is unencumbered.			
2	F	The fund code (alpha) of the appropriation code.			
3	SYM \	The appropriation account code (3 digits) of the appropriation code.			
4	D	The department code (alpha) of the appropriation code.			
5	EXPENDITURE	The total payroll expenditure (gross pay and employer's share of contribution) for an appropriation.			
6	TOTAL	The total payroll expenditure for each type of fund.			
7	TOTAL REGULAR	The total unencumbered payroll expenditure for the State.			
8	TOTAL ENCUMBERED	The total encumbered payroll expenditure for the State. This heading will be reflected only if there are encumbered amounts.			
	(TOTAL SUMMARY SECTION)				
1	TOTAL EXPENDITURES	The total payroll expenditure for the State.			

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EXHIBIT A: SAMPLE REPORT KEYED TO EXPLANATION OF REPORT NO. PRE323 (Detail Section)

	ATE OF HAWAII DITURE DISTRIBUTION SUMMARY NIOD ENDING WAY 71 1072	SHEET .
<u> </u>	EXPENDITURE 17,263.23	, ₽
	123,079.69	
S-301-F	4,907.37	های این این این این این این این این این ا
S-302-F	9,875.01	e qua el significaçõe e e escribir de esta disposaçõe de esta esta en casa disposações e e esta en e e a a
S-303-F	1.088.29	
S-304-F	8.56	
\$-305-F	702.19	gergenen additioger i a wassaan generiser der randar vom belg der a degliebe broom refere ver en d
S-312-F	108.33	
S-354-F	2,378.76	
S-317-K	1,692.00	161,103.43 +
7	TOTAL REGULAR	170,000.00
8	TOTAL ENCUMBERED	21,000.00
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EXHIBIT B: SAMPLE REPORT KEYED TO EXPLANATION OF REPORT NO. PRE323 (Total Summary Section)

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		· <u> </u>
	1) TOTAL EXPENDITURES	2,267,008.61 *
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